



Utah State Office of Education

Application for Adding an Early Childhood (Grades K-3) License Area to an Existing Elementary (Grades 1-8) License Area

Applicant Information

Name _____ Date Application Submitted _____

Cactus ID (preferred) _____ or SSN _____

District _____ School _____

Major _____ Minor _____

Home Address: Street _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____ Email _____

Information

1. This application is only for those who currently hold a Utah Educators License with an Elementary (Grades 1-8) License Area in the State of Utah who wish to be licensed to teach kindergarten. When the requirements are completed, the applicant will be awarded an Early Childhood (Grades K-3) License Area, thus qualifying her/him to teach Kindergarten in Utah.
2. This process is NOT under the Alternative Routes to Licensure (ARL) Program. The application is submitted to the Educator Quality and Licensing office (see Page Two), where it is logged in and then sent to the Elementary Language Arts Specialist for review and approval.
3. No SAEP is available for the K-3 License Area. Teachers with an Elementary (Grades 1-8) License Area may teach Kindergarten without the K-3 license only on a Letter of Authorization.

University and Professional Development Courses Approved by USOE

1. Courses are to be a minimum of three semester hours each.
2. University courses may be undergraduate or graduate. No introductory courses are accepted.
3. Professional Development courses (e.g. those offered by NUCC, CITES, SUTEC, etc.) must be pre-approved by USOE and entered in CACTUS.
4. Online courses from accredited institutions are accepted.

Instructions for Completing the Application

1. For the Praxis requirement, attach a copy of the Praxis report showing your passing score.
2. For university courses, attach original transcripts (internet transcripts are not acceptable), with the courses highlighted. In some cases, the university course name on the transcript is non-specific, e.g. "Special Topics in Education," or "Language Arts." If this is the case, submit either a syllabus from the course or a letter from the instructor or department verifying that the course meets the requirement.
3. For professional development courses, attach verification of completed coursework (e.g., a copy of the Cactus report), with the courses highlighted.
4. On Page Two of this application, record the courses you have completed that satisfy Requirements Two through Five.

Applicant must complete this column.



Requirement	Description	Course Used to Meet Requirement
1. Passing Score (152) on the ECE Content Knowledge Praxis 0022.	By law all licenses and endorsements must include a passing score on an approved content exam.	Submit a copy of the Praxis report showing your passing score. This score must also be in your Cactus file.
2. Early Literacy Course	This course covers in depth the teaching of reading, writing, speaking and listening to young children, from birth to early schooling.	Course Name _____ Course # _____ School _____ This course must be highlighted on an attached transcript or Cactus report.
3. Early Childhood Development or an Early Childhood Education Methods Course	A child development course focusing on young children, or an Early Childhood Education teaching methods course.	Course Name _____ Course # _____ School _____ This course must be highlighted on an attached transcript or Cactus report.
4. Kindergarten Curriculum Course	A course covering Kindergarten curriculum, including language, math, science, etc.	Course Name _____ Course # _____ School _____ This course must be highlighted on an attached transcript or Cactus report.
5. Early Childhood Education Assessment Course	Assessing young children is distinctive and unique from assessing older children or adults. This course covers the assessment of young children.	Course Name _____ Course # _____ School _____ This course must be highlighted on an attached transcript or Cactus report.

Submitting the Application

1. Print and complete this Application.
2. Include the processing fee (\$75.00).
3. Attach original transcript(s) and/or CACTUS printouts. Internet transcripts are **not** acceptable.
4. Send
 - completed application,
 - highlighted original transcripts, and
 - processing fee, to:

Utah State Office of Education
Attn: Diane De Man,
Educator Quality and Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For more Information contact:

Dr. Reed Spencer
K-12 Literacy Coordinator
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
(801) 538-7785
reed.spencer@schools.utah.gov